GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

STANDING ORDERS – Revised Standing Orders regarding Rules and Regulations governing to Management of Ex-Servicemen Centres in Andhra Pradesh – Orders – Issued

HOME (Service.IV) DEPARTMENT

G.O.MS.No. 11 Dated: 24-01-2018
Read the following:-

1) G.O. Ms.No.133, Home (General.B) Department, dt: 07-06-2000.

2) From the Director, Sainik Welfare, Vijayawada,Lr.No.1658/SB /2017-SF, dt 17.10.2017.

O R D E R:-

Government have issued standing orders regarding Rules and Regulations governing the management of Sainik Bhavans in Andhra Pradesh vide G.O. 1st read above.

2. In the letter 2nd read above, the Director, Sainik Welfare, Vijayawada has requested the Government for revision of standing orders which were issued in the year 2000. Kendriya Sainik Board, Ministry of Defence in State Managing Committee meeting held under the Chairmanship of H.E the Governor have advised that Sainik Bhavans should be designed and constructed on self sustaining basis so that income generated is utilized for maintenance. This will lessen financial burden on the State Government and requested the Government for issue of necessary orders.

3. Government after careful examination of the matter hereby revised the standing orders regarding Rules and Regulations governing the management of Ex-servicemen Centres/Sainik Bhavans in Andhra Pradesh which were Annexure to this Government Order.

4. The Director, Sainik Welfare, Andhra Pradesh, Vijayawada is requested to follow the revised rules and regulations as indicated in the Annexure to this G.O.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

A.R.ANURADHA
PRINCIPAL SECRETARY TO GOVERNMENT

To
The Director, Sainik Welfare, A.P., Vijayawada.
Copy to:-
All Zilla Sainik Welfare Offices in the State.
The Accountant General, A.P. Hyderabad.
The Pay and Accounts Officer, Vijayawada.

//FORWARDED::BY ORDER//

SECTION OFFICER

Annexure to G.O.Ms.No.11 Dt.24.01.208
Home(Service.IV) Department

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RULES GOVERNING THE OCCUPANCY OF SAINIK REST HOUSES / SAINIK BHAVANS/EX-SERVICES CENTRES

1. AIMS AND OBJECTS OF THE EX-SERVICES CENTRES / SAINIK BHAVANS / SAINIK REST HOUSES

a) To serve as a centre for rest of Ex-Servicemen / Women and serving personnel in general and of the district in particular.

b) To promote a spirit of good – will and fellowship and to foster the bond of brother–hood among Ex-Servicemen and serving personnel of the Defence Services.

c) To conduct Meeting with the Ex-Servicemen by the Zilla Sainik Welfare Officers for promoting the social and economic welfare of the Ex-Services personnel.

d) To provide lodging for Ex-Servicemen/serving personnel and their families only when accompanied by the Ex-Servicemen/serving personnel.

e) To provide accommodation for the Zilla Sainik Welfare Officers on rent wherever accommodation is available.

f) To hire the Sainik Bhavans for marriages, cultural functions, meetings, conferences etc., for shorter periods not exceeding four calendar days at anytime and also for displaying advertisement boarding's / bill boards on annual contract basis for generating funds for upkeep and maintenance of Sainik Bhavans / Sainik Rest Houses / Ex-Service Centres.

2. MANAGEMENT AND MAINT ENANCE

a) Some portion of the Sainik Bhavan / Sainik Rest House / Ex-Service Centre will be rented out to the office of Zilla Sainik Welfare Officer on rental basis and the rent as fixed by the concerned R & B Authorities will be charged from the Zilla Sainik welfare Officer from the funds allotted in the Budget by the Government under "Rents" detailed head. The amount so charged will be sent to the Secretary, Special Fund for Reconstruction and Rehabilitation of Ex-Servicemen, Hyderabad.

b) The Sainik Bhavans / Sainik Rest Houses / Ex-Services Centre will provide dormitory facilities to the Ex-Servicemen and serving personnel by charging the lodging charges as fixed by the Secretary, Special Fund from time to time.

   The funds so derived will be utilized for the maintenance of the Sainik Bhavans / Sainik Rest House / Ex-Services Centres whenever they are required with the prior sanction of the Secretary, special Fund for each item of work.

c) The Centre / Sainik Bhavan / Sainik Rest Houses will be managed by the Zilla Sainik Welfare Officer concerned under the guidance of the District Collector.

d) The Accounts will be operated by the Zilla Sainik Welfare Officer concerned.

e) Monthly statement of Receipts and charges (income and expenditure) together with Bills / Vouchers on original duly attested by Zilla Sainik Welfare Officers concerned should be submitted in the prescribed proforma to the Directorate not later than 10th of the following month along with a brief note on the activities of the Centre / Sainik Bhavan / Sainik Rest House.

f) For the proper upkeep, maintenance and improvement, the Zilla Sainik Welfare Officer concerned after obtaining the approval of the District Collector concerned will send the necessary proposals to the Director, Sainik Welfare, A.P., Vijayawada, if necessary as and when required.

3. USE OF THE CENTRE

a) Betting, gambling of any kind, consumption of alcoholic drinks, narcotics etc., within the premises of Ex-Services Centre / Sainik Bhavan / Sainik Rest House is strictly prohibited.

b) Lodgers should take care of their own articles / Valuables if any and the officials of the centre cannot be held responsible in case of loss, theft etc.

c) Loss or damage of articles by the lodger which belonging to the Centre / Sainik Bhavan / Sainik Rest House should be made good by those responsible for the loss or damage.

d) The Zilla Sainik Welfare Officer will be authorized to allow or to refuse anyone to stay in the centre without assigning any reasons whatsoever and his decision is final.

e) The Centre / Sainik Bhavan / Sainik Rest House will not be utilized by any meetings/activities by any ex-servicemen association or organization without prior written permission from the District Collector.

4. LODGING AND RENTING

a) Based on the availability of accommodation, lodging facilities shall be extended only to Ex-servicemen / Serving personnel (on leave or on official duty) who visit the Head quarters (Centre/Sainik Bhavan/Sainik Rest House) on business or for seeking information from any offices, personal matters such as attending to marriages, interviews etc.

They shall be permitted to lodge for a period not exceeding (7) seven days at a time. If they want to stay for more than seven days, prior permission of the Zilla Sainik Welfare Officer concerned should be obtained and the rate of the rent will be double the normal rent as per day. Local Ex-Servicemen who are employed in the same station are prohibited from availing the facilities of lodging. Non local Ex-Servicemen who are posted / re-employed in the Town / City where the Sainik Bhavan / Sainik Rest House / Ex-Service centre exists will be permitted to stay for

a maximum period of 15 days on normal rent and upto a further maximum period of 15 days only on double the rent with the prior permission of the Zilla Sainik Welfare Officer concerned, subject to availability of accommodation. This facility is extended as onetime benefit to the re-employed Ex-Servicemen in Civil in that particular Town / City where Sainik Bhavan / Sainik Rest House/ Ex-Service centre exists.

b) Accommodation will be provided to the Wives / Mothers of Ex- Servicemen / serving soldiers if accompanied by the Ex-Servicemen / serving soldiers only for the purpose of admission of any family member to hospitals. Zilla Sainik Welfare Officer shall concerned permission.

c) Based on the availability of accommodation the Zilla Sainik Welfare Officer shall accord permission to Government Officials of State and Central when such persons required the accommodation when only on official visit / stay.

d) Branch recruiting teams and officials from the Defence Services visiting the station in connection with activities relating to the welfare of Ex-Servicemen & families of Ex-Servicemen such as door to door service scheme, mobile canteen will be provided accommodation without charging any rent.

e) The rate of the rent for lodging inclusive of electricity charges for the accommodation in the Ex-Services Centre/Sainik Bhavan/Sainik Rest House shall be charged and payable in advance for the intended period of stay as follows:

Sl.No	**Category of Persons**	**Type of Rooms**	**Rate of Rent (In Rs/-)**
1	Ex-Service Officer / Serving Officers / JCOs	AC	400/- per day
2	Ex-Servicing JCOs	Non -AC	200/- per day
3	Ex-other Ranks/Service Other Ranks /Additional member of Ex-Officer/ Serving Officer / Ex-JCO / Serving JCO	Dormitory	100/- per day
4	Central / State Government Gazatted Officer on Government duty Other than locals	AC	500/- per day
5	Central / State Government Non-Gazatted Officer on Government duty Other than locals / Retired Government Gazetted Officer other than locals	Non -AC	300/- per day
6	Retired Government Non- Gazetted	Dormitory	150/- per day

	Officers other than locals		
7	Additional Member of the Retired Gazetted / Non-Gazetted Officer when accompanied		100/- per day
8	Widow of Officer / JCO/ Other Rank (Services / Central or State Government of Retired Officers)	Non -AC	200/- per day
9	War Widows	Non -AC	**Free of Cost**
10	Children of War-Widows/Disabled ESM(Battle Causalities)	Non –AC Dormitory	200/- per day 100/- per day

Note : Employees of Department of Sainik Welfare from Districts who visit Directorate on official duty shall be pay nominal rent @ 50 % of the cost prescribed.

The rent will be calculated for block of every 24 hours from the time of occupation.

f) Zilla Sainik Welfare Officer is authorized to provide accommodation to officials of State/Central Governments and their Public Sector undertakings, Corporations and local bodies subject to the condition of availability for a continuous period of -3- days only. Zilla Sainik Welfare Officer shall give preference of occupation first to the Ex-Servicemen / serving personnel. The tariff for the above mentioned officials will be Rs.50/- per day or decided by the Secretary, Special Fund from time to time.

g) Working Hours – For the purpose of reservation to Ex-Servicemen, the Centre/Sainik Bhavan/Sainik Rest House will be kept open as follows:

On all working days 5.00AM to 8.00PM
On Holidays 8.00AM to 11.00AM & 4.00PM to 8.00PM

The Zilla Sainik Welfare Officer concerned is empowered to subscribe the following newspapers to the Ex-Services Centre / Sainik Bhavan / Sainik Rest House.

1) Daily 1 English and 1 Telugu
2) Sainik Samachar

5. REGISTERS:

The following Registers shall be maintained by the Centre / Sainik Bhavan / Sainik Rest House:-

a) Visitors Book: With columns for date of visit, names and address of visitors and remarks.

b) Register of Lodgers: By dates mentioning Rank, Regimental Number, Corps and Units, Address, date and hour of arrival date and hour of

departure, period of stay, total amount of rent paid, signature of the lodger, date of credit in the Cash Book, Machine numbered Receipt Number and date of issue, initial of care-taker and initial of Zilla Sainik Welfare Officer.

c) Cash Book: Shall be balanced daily and closed monthly with certificate of physical verification of cash.

d) Register of stock of furniture, with book value, date and source of supply.

e) Register of books, newspapers and periodicals subscribed for.

f) Despatch register

g) Security Register in which valuable articles received and kept in safe custody and the date and the manner of disposal shall be entered.

6. STAFF:

a) The Zilla Sainik Welfare Officer concerned can employ a watchman preferably an ex-serviceman with good character and part time sweeper as per rates fixed by the Collector / Government.

b) The salary of above staff will be paid from the funds available with district Ex-Services centre and no funds will be made available from any other sources.

c) They will be under the control of Zilla Sainik Welfare Officer concerned for purpose of discipline.

7. EXPENDITURE:

a) The Zilla Sainik Welfare Officer is permitted to bring out the repairs to the Sainik Bhavan / Sainik Rest House/ Ex-Service Centre and to white wash and is authorized to spend to a maximum Rs.50,000/- at a time once in two years, with the prior approval of Secretary, Special Fund.

b) Petty Contingent Charges: The Zilla Sainik Welfare Officer concerned is authorized to incur expenditure on repairs to furniture washing linen etc., not exceeding Rs.1000/-pm subject to the income derived is above satisfactory.

c) If any amount is to be spent on the maintenance of the Sainik Bhavans / Sainik Rest Houses/ Ex-Services Centres, such as repairs to the building, extension of the building providing additional facilities over and above for the limit as prescribed in 7 (a & b) necessary sanction orders are required to be taken from the Secretary Special Fund.

d) The Zilla Sainik Welfare Officer concerned is authorized to incur expenditure such as water and electric charges in respect of Sainik Bhavan /Sainik Rest House/ Ex-Service Centre from the Centres fund.

e) The Zilla Sainik Welfare Officer, concerned is competent to invest centre surplus in fixed deposits in any of the nationalized banks.

8. AUDIT :

The accounts of the centre's fund should be got audited annually by the local fund authorities.

9. ANNUAL REPORTS:

Annual report on the working of the centre shall be submitted to the Directorate for the year commencing from 1st April to 31st March each year. The report should reach the Directorate in the Second week of April every year with a statement of Accounts relating to the previous financial year.

10. No portion of the Sainik Bhavan / Sainik Rest House/ Ex-Service Centre will be leased out to any person / Ex-Servicemen/Ex-Servicemen Societies / Associations / Organizations for use for commercial purposes of any type of other activity and violation of these rules by any Zilla Sainik Welfare Officers or the office staff will viewed seriously and are entitled for severe disciplinary action.

STATEMENT SHOWING THE DETAILS OF SAINIK BHAVANS IN ANDHRA PRADESH STATE

Sl.No	NAME OF THE DISTRICT
1	ANANTAPURAMU
2	EAST GODAVARI @ KAKINADA
3	GUNTUR
4	YSR KADAPA
5	KURNOOL
6	SPSR NELLORE
7	VISAKHAPATNAM
8	VIZIANAGARAM

A.R.ANURADHA
PRINCIPAL SECRETARY TO GOVERNMENT

//FORWARDED::BY ORDER//

SECTION OFFICER